## Approved For Release 2001/07/12: CIA-LL 32-257057A000100050006-5

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## OFFICE OF TRAINING

Operations School

Headquarters Training

CLANDESTINE SERVICES RECORDS
I (#7-68) & II (#6-68)

9 - 16 May 1968

Rooms 801 & 503

1000 N. Glebe Road

25X1A9a

Chief Instructor

Room 614, 1000 N. Glebe

Ext. 3096

GROUP I
Excluded from automatic
downgrading and
declassification

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SECRET

PART I: Clandestine Services Records I

#### COURSE OBJECTIVES

CS Records I (Introduction to Records) is intended for Operations Officers and intelligence and clerical assistants who support operations through any form of records activity. It reviews the records mission of the CS and examines the logic and structure of the system itself. The responsibilities of CS personnel to the system, and the services provided by the different elements of the system, provide the central theme of the course. Students are familiarized with methods of input, maintenance and retrieval of information, and in disposition, disposal and destruction of the records themselves. The course includes an introduction to the various machine programs associated with the records system, and outlines the management cycle by which the system is controlled and modified. Discussion is welcome at any point.

A kit of reading materials is made available by the Chief Instructor, together with selected items for permanent retention.

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PART II: Clandestine Services Records II

### COURSE OBJECTIVES

CS RECORDS II (Biographic Research) is intended for Operations Cfficers and intelligence and clerical assistants who support operations through the recovery of information about persons of interest to the Clandestine Services. It introduces the principles, techniques and specific procedures used in exploiting the various records of the Agency and other resources of biographic information. This course emphasizes research as performed by Headquarters personnel.

Biographic Research has often been called "name checking" and has been thought of as an administrative process. Fersons who have insufficient knowledge of either the appropriate extent of the investigation or research or of the available sources of information have often been assigned to the "name check" task. As the Agency's operations became more complex and the record of these operations became more extensive, recovery of information from the record required more highly specialized knowledge to perform an adequate name check. This course represents a synthesis of the experience of professionals in the field of biographic research. The course provides an introduction to the professional skill necessary for adequate biographic research.

Students are instructed in CS requirements for biographic research, the importance of this research as a part of the investigative process, and in the available resources and repositories of information. Exercises in biographic research and in preparation of the reports required have a prominent place in the curriculum as well as practical work in responsibilities to the CS Records System at the completion of the research.

A kit of reading materials is made available by the Chief Instructor. The reading materials constitute an important part of the information which the student should absorb.

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Thursday	γ,	9	May	1938

25X1A

The second secon	NATIONAL PROPERTY AND ADDRESS OF THE PROPERTY	
0830 - 0900	Administration	Chief Instructor Associated Programs for Records Training
0900 - 0920	The CS Records System and Its Relation to the Mission of the Services	OTR/CTF
09 <b>20 -</b> 0 <b>950</b>	The Statutory Base of the CS Records System (Excerpts from pp. 1-2; the Immigration and Nationality Act of 1952).	25X1A
1000 - 1050	Purpose of the CS Records System	CI Staff/ 25X1A
1100 - 1120	The CS Classification System	Mr.
1120 - 1200	Origination	Mr. 25X1A
	Responsibilities of the Case Officer, both at Headquarters and in the Field, in preparing documents which will be part of the permanent record.	
1200 - 1300	Lunch	
1300 - 1430	Accession  How both CS and non-CS material are made part of the records system. The responsibilities of RID and the Divisions and staffs, both at Headquarters and in the Field.	25X1A C/RID/ 25X1A
1440 - 1700	Retrieval  Effective retrieval of information from RID files	C/RID/ 25X1A

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## Friday, 10 May 1968

0830 - 0900

Reading

Study the folder on Machine Collation and the paper on "Basic Records Principles" in the Supplemental Reading

Folder. Read also

"Covert Security Approvals and

Related Matters."

0900 - 0920

25X1A

Maintenance

How, where, and by whom the CS Records are maintained.

0920 - 0950

Consolidation

The responsibility of file users to review, amend, consolidate and otherwise process files called in from RID.

1000 - 1030

Disposition

Why and how records are disposed either through retirement or destru Some considerations in Field Recor holdings.

1030 - 1050

Records Management

The means by which the Records sys is controlled and adapted to new req ments. The role of the Records Off

1100 - 1200

Biographic Research

An outline of investigative procedure. Research at Headquarters related to investigation at the Field Station.

1200 - 1300

Lunch

25X1A

25X1A9a

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## SECRET Approved For Release 2001/07/12: CIA-RDP78-05795A000100050006-5

1300 - 1350 The Office of Security Index and Files

5X1A OS/OSD

The services provided by the Office cf Security in investigative research.

25X1A

1400 - 1450 Central Reference Service

> A description of Central Reference CRS/ISG/FE/PAC Service support available to the

Researcher.

1500 - 1600 Auxiliary Indices

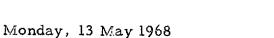
25X1A 25X1A

Acting Division Chief/

1610 - 1700 Introduction to Non-CS Indices

and Files

A description of the major reposito of biographic information outside the but within the Agency



0830 - 1700 Biographic research exercise

Tuesday, 14 May 1968

0830 - 1700 Biographic Exercise (Continued)

Wednesday, 15 May 1968

0830 - 1700 Biographic Exercise (Continued)

Thursday, 16 May 1968

0830 - 1700 Biographic Exercise

Conclusion and critique